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NAVIGATION AND VESSEL INSPECTION CIRCULAR NO.3-96

Subj: SECURITY FOR PASSENGER VESSELS AND PASSENGER TERMINALS

Ref: (a) Title 33 CFR parts 120 and 128

(b) COMDTINST M16000.12 Marine Safety Manual Vol. VII, Port Security

(c) International Maritime Organization MSC/Circ. 443, "Measures To Prevent
Unlawful Acts Against Passengers And Crews On Board Ships"

(d) COMDTINST M5530.1A, Physical Security Program

1. PURPOSE. This Navigation and Vessel Inspection Circular (NVIC) describes the procedures required to implement the new passenger vessel security regulations of Title 33 CFR parts 120 and 128 (reference (a)), that were published on July 18, 1996. Guidance is provided for processing Terminal and Vessel Security Plans, assessing the adequacy of those plans, and establishing annual reporting requirements, incident reporting, and threat dissemination procedures.
2. ACTION. Director, National Maritime Center (NMC), Commanding Officers of Marine Safety Offices, and Captains of the Port (COTP) shall comply with the requirements of this circular.
3. DIRECTIVES AFFECTED. The NVIC affects COMDTINST M16000.12, Marine Safety Manual Vol. VII, Port Security, 2-C.1.b "Physical Security Assessments," and 2-D "Physical Security Standards" (reference (b)). The information contained in this instruction will be incorporated into the next change to the Marine Safety Manual Vol. II, COMDTINST M16000.12.
4. BACKGROUND
 - a. In 1985, a U.S. citizen was killed during the seizure of the ACHILLE LAURO. Since then, the vulnerability of passenger vessels and associated passenger terminals to acts of terrorism has been a significant concern for the international community.
 - b. To address this threat, the President signed into law the Omnibus Diplomatic Security and Antiterrorism Act of 1986 (Pub. L. 99-399; 100 Stat. 889). Title IX of this law constitutes the International Maritime and Port Security Act. This act amended the Ports and Waterways Safety Act, which then provided the Coast Guard authority to "carry out or require measures, including inspections, port and harbor patrols, the establishment of security and safety zones, and the development of contingency plans and procedures, to prevent or respond to acts of terrorism." This law also required a proposed plan of action for implementation of security measures at U.S. ports and

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passenger vessels operating from those ports.

- c. Also in 1986, the International Maritime Organization published ~~MSC~~rc. 443 "Measures To Prevent Unlawful Acts Against Passengers And Crews On Board Ships" (reference (c)). This document was the basis for much of the U.S. legislation and rulemaking that followed. In April 1987, the Coast Guard published a notice in the *Federal Register* which listed voluntary security measures based upon reference (c). Since then, the Coast Guard has observed varying degrees of implementation of these measures aboard passenger ships and at passenger terminals. This inconsistency, coupled with the rising spectre of domestic terrorism, indicated that establishment of minimum mandatory security requirements was necessary. As a result, reference (a) was published on July 18, 1996.

5. APPLICABILITY.

- a. Passenger Vessels Reference (a) applies to all passenger vessels over 100 gross tons, carrying more than 12 passengers for hire; making voyages lasting more than 24 hours, any part of which is on the high seas; and for which passengers are embarked or disembarked in the United States or its territories; except, ferries that hold Coast Guard Certificates of Inspection endorsed for "Lakes, Bays, and Sounds", and that transit international waters for only short periods of time on frequent schedules.
- b. Passenger Terminals All passenger terminals used for the assembling, processing, embarking, or disembarking of passengers or baggage for passenger vessels to which reference (a) applies must also comply.

6. DEFINITIONS. For the purpose of interpreting the requirements of reference (a), the following terms are defined:

- a. High Seas "High seas" means all waters that are neither territorial nor internal waters of the United States or of any foreign country.
- b. Operator. "Operator" means the person, company, or governmental agency or the representative of a company or governmental agency, that maintains operational control over a passenger vessel or passenger terminal.
- c. Passenger Terminal "Passenger terminal" means any structure used for the assembling, processing, embarking, or disembarking of passengers or baggage for passenger vessels. The passenger terminal includes piers, wharves, and similar structures to which a vessel may be secured; land and water under or in immediate proximity to these structures; buildings on or contiguous to these structures; and equipment and materials on or in these

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structures.

- d. Unlawful Act "Unlawful Act" means an act that is a felony under U.S. Federal law, under the laws of the State where the vessel is located, or under the laws of the country in which the vessel is registered.

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e. Voyage. "Voyage" means the passenger vessels entire course of travel, from the first port at which the vessel embarks passengers until its return to that port or another port where the majority of the passengers are disembarked and terminate their voyage.

f. Low threat. "Low threat" means the threat of an unlawful act against a passenger vessel or terminal is, though possible, not likely.

g. Medium threat. "Medium threat" means the threat of an unlawful act against a passenger vessel or terminal is possible and that intelligence indicates that terrorists are likely to be active within a specific area, or against a type of vessel or terminal.

h. High threat. "High threat" means the threat of an unlawful act against a passenger vessel or terminal is probable or imminent and that intelligence indicates that terrorists have chosen specific targets.

7. PROCEDURES. Security plans for passenger vessels and terminals must be examined by the Coast Guard. **These plans are law enforcement documents and as such are not releasable through the Freedom of Information Act** Passenger Vessel Security Plans are reviewed by the NMC and Passenger Terminal Security Plans are reviewed by the cognizant COTP. No vessel shall embark from or disembark to a terminal which does not hold an examined Terminal Security Plan or a letter from the COTP stating that normal operations may continue until plan review is completed. Likewise, no terminal shall transfer passengers to or from a passenger vessel unless it holds either an examined Vessel Security Plan or a letter from the NMC stating that normal operations may continue until plan review is completed.

a. Vessel Plans

(1) Vessel operators are responsible for preparing and holding a security plan which meets the requirements of reference (a). Operators must submit two copies of the plan to the NMC at least 60 days before embarking passengers on any voyages which cause the vessel to fall under this regulation, or before October 16, 1996, whichever is later.

(2) If, within 30 days of receipt of a Vessel Security Plan, the NMC is unable to complete the review, a letter will be issued to the vessel operator stating that the Vessel Security Plan is currently under review and granting permission for vessel operations to continue until the examination is completed. The NMC then has an additional 150 days (a total of 180 days from receipt of the plan) to complete an examination and provide a response.

(3) If the NMC finds that the plan meets the requirements of reference (a), the NMC shall mark both copies "Examined by the Coast Guard", return one copy to the vessel operator, and retain the second copy.

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(4) If the NMC finds the Vessel Security Plan does not meet the requirements of reference (a), the NMC shall return the plan with an explanation of why it does not meet the requirements to the vessel operator. The second copy of the plan, along with a copy of the response, will be retained by the NMC. Except in emergencies, the NMC will allow the vessel operator 60 days to comply with the requirements.

(5) Each proposed amendment to the plan initiated by the operator of a passenger vessel, including changes to enclosures, must be submitted to the NMC for review at least 30 days before the amendment is to take effect. The NMC has the discretion to allow a shorter period of time. Copies of accepted amendments shall be retained by the NMC.

(6) If the COTP determines that implementation of the plan is not providing effective security, the COTP shall advise the NMC. The NMC will evaluate the plan based on the COTPs report, and, except in an emergency, will issue to the vessel operator a written notice of matters to address and will allow the vessel operator at least 60 days to submit proposed amendments.

(7) The COTP may give the vessel operator an order to implement increased security measures immediately. The order will incorporate an explanation of the reasons for which the additional measures are necessary.

(8) The COTP shall annually make a brief examination of the vessel's security activities during visits for other purposes, such as control verification examinations. The purpose of the review is to ensure the vessel's security operations are consistent with the plan and will include verifying the presence of an examined security plan on board the vessel, reviewing reports of unlawful acts, and observing the security practices actually in place.

b. Terminal Plans

(1) Terminal operators are responsible for preparing and holding a security plan which meets the requirements of reference (a). Operators must submit two copies of the plan to the COTP at least 60 days before passengers embark or disembark to or from a vessel, or by October 16, 1996, whichever is later.

(2) If, within 30 days of receipt of a Terminal Security Plan, the COTP is unable to complete the review, a letter will be issued to the terminal operator stating that the Terminal Security Plan is currently under review and granting permission for terminal operations to continue until the examination is completed. The COTP then has an additional 150 days (a total of 180 days from receipt of the plan) to complete an examination and provide a response.

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(3) If the COTP finds that the Terminal Security Plan meets the requirements of reference (a), the COTP shall mark both copies "Examined by the Coast Guard", return one copy to the terminal operator, and retain the second copy.

(4) If the COTP finds the Terminal Security Plan does not meet the requirements of reference (a), the COTP shall return the plan with an explanation of why it does not meet the requirements to the terminal operator. The second copy of the plan, along with a copy of the response, will be retained by the COTP. Except in emergencies, the COTP will allow the terminal operator 60 days to comply with the requirements.

(5) The COTP may direct passenger terminal operators to initiate amendments to the Terminal Security Plan if the COTP determines that implementation of the plan is not providing effective security. Except in an emergency, the COTP will issue to the operator a written notice of matters to address and will allow the operator at least 60 days to submit proposed amendments.

(6) Each proposed amendment to the plan initiated by the operator of a passenger terminal, including changes to enclosures, must be submitted to the COTP for review at least 30 days before the amendment is to take effect. The COTP has the discretion to allow a shorter period of time. Copies of accepted amendments shall be retained by the COTP.

(7) The COTP may give the terminal operator an order to implement increased security measures immediately. The order will incorporate an explanation of the reasons for the COTP order.

(8) The COTP shall ensure that the plan reflects the procedures actually in place by conducting annual onsite assessments. The assessment shall consist of verifying the presence of an approved security plan at the terminal, reviewing reports of unlawful acts, and observing the security practices actually in place. The port physical security checklist (enclosure 2-3 to reference (b)) is not required. This process supersedes the annual reporting requirement established by 2-C.1.b "Physical Security Assessments" in reference (b).

c. Enforcement The COTPs and Commanding Officers of Marine Safety Offices are authorized use of enforcement tools such as Letters of Warning, Notices of Violation, and COTP Orders to gain compliance with this regulation. Civil and criminal penalties are authorized under the provisions of 33 U.S.C. 1221.

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d. Right of Appeal Any person directly affected by a decision or action taken by the NMC may appeal that action or decision to the Chief, Marine Safety and Environmental Protection (Commandant (G-M)) according to the procedures in 46 CFR 1.03-15. Any person directly affected by a decision or action taken by the COTP may appeal that action or decision to the cognizant District Commander according to the procedures in 46 CFR 1.03-15; the District Commander's decision may be further appealed to the Commandant according to the procedures in 46 CFR 1.03-25.

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8. INCIDENT REPORTING Passenger vessels and terminal operators are required to report each breach of security, unlawful act, or the threat of an unlawful act against a vessel, terminal, or the persons aboard them. For incidents that occur within the jurisdiction of the United States, the operator or the operator's representative shall make the report to the cognizant COTP and to the local office of the Federal Bureau of Investigation as soon as possible. Incidents that occur outside of the jurisdiction of the United States shall be reported as soon as practicable to Commandant (G-MOR), 2100 Second Street, SW., room 2100, Washington, DC 20593. Each report must include, to the extent known, the following information:

- (1) The vessel's name;
- (2) The vessel's flag;
- (3) The name of the vessel's master;
- (4) If the vessel is moored to a passenger terminal, the name of the terminal security officer;
- (5) An account of the incident;
- (6) The date, time, and place of the incident;
- (7) The number of alleged offenders;
- (8) The method used to introduce any prohibited weapon, incendiary, or explosive into or onto the vessel;
- (9) A description of any weapon, incendiary, or explosive involved;
- (10) A description of how any weapon, incendiary, or explosive involved was concealed and used;
- (11) A description of how security was breached;
- (12) A statement of what measures have been taken or will be taken to prevent another such incident; and
- (13) Each report must stay on file with the security plan for a period of two years. All reports shall be used by the person preparing the ship security survey.

9. THREAT LEVELS

- a. In conjunction with the U.S. Department of Transportation's Office of Intelligence and Security, the Commandant shall direct the implementation of nationwide and local threat levels. The primary means of communicating threat information will be through Domestic Threat Advisories. These advisories will summarize the nature of the threat and will specify changes, if any, to nationwide or local threat levels. The COTPs are expected to share the contents of these advisories with local industry either directly or through appropriate forums such as the port readiness committee.
- b. Area Commanders, District Commanders, and COTPs may declare a higher threat level within their respective areas of responsibility, but may not lower a threat level imposed by a higher authority. A change in the local threat level shall be reported to Commandant (G-MOR) via message. The message shall specify the new threat level

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and reasons for the change.

- c. Terrorist Threat Conditions (THREATCONS) (see reference (d)) are used to describe Coast Guard and inter-service support of U.S. military anti-terrorism activities. In other words, THREATCONS describe military security conditions. These THREATCONS are not, in any way, related to the threat levels described in reference (a), which describe security conditions that affect passenger terminals and vessels.
- d. A Security Plan Evaluation Guide (enclosure (1)) was developed using the guidelines in IMO Circular 443. It provides guidance to the industry, COTPs, and the NMC regarding the examination of plans and the security measures that passenger vessels and terminals should take at low, medium, and high threat levels. The COTPs and District Commanders are encouraged to review local contingency plans to ensure that they are complementary to the measures that will be taking place within industry. An underlying assumption in the development of the regulation and this circular is that at high threat levels (or earlier, if warranted) the COTP and other appropriate Federal agencies will be actively involved in assuring the security of affected vessels and terminals. Coordination between the terminals, vessel COTPs and other local, state, and Federal agencies is imperative for effective security.

J. C. CARD
Rear Admiral, U.S. Coast Guard
Chief, Marine Safety and Environmental Protection

Encl: (1) Security Plan Evaluation Guide

SECURITY PLAN EVALUATION GUIDE

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SECURITY PLAN EVALUATION GUIDE

The National Maritime Center (NMC) and Captains of the Port (COTP) should consider the guidelines contained herein when reviewing security plans.

A. TERMINAL SECURITY PLAN

1. Objectives The plan should cover procedures for periods of low, medium, and high threats that--
 - a. Deter unauthorized access to the terminal and its restricted areas and to any passenger vessel moored at the terminal;
 - b. Deter the introduction of prohibited weapons, incendiaries, and explosives into the terminal and its restricted areas and onto any passenger vessels moored at the terminal;
 - c. Encourage vigilance, as well as general awareness of security, at the terminal;
 - d. Provide adequate training to employees of the terminal for security ~~the~~ terminal;
 - e. Coordinates responsibilities for security between the operator of each vessel that embarks or disembarks passengers and the terminal operator;
 - f. Provide information to employees of the terminal and to law-enforcement personnel, in case of an incident affecting security;
 - g. Provide for amendment of the plan to address any known deficiencies; and
 - h. Restrict the distribution, disclosure, and availability of information contained in the plan to those persons with an operational need to know.
2. Contents. The COTPs should ensure that security plans contain **at least** the following information and actions:
 - a. Terminal Security Officer The **terminal security officers** should be identified in the security plan. A list of responsibilities for ~~the terminal security officer~~ and all other security functions should be clearly outlined.

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- b. Security Survey Security surveys should be updated at least yearly, or more frequently as needed. The survey should include the date of the survey; names of the owner and operator of the terminal; the name, business address, and telephone number of the **terminal security officer**; a description of the terminal that includes general layout and access points; intensity of security lighting; restricted areas; emergency equipment; location of firearms and ammunition at the terminal; list of persons authorized to carry firearms and type of firearms carried; number of security personnel employed; and number of other employees normally at the terminal when a vessel embarks and disembarks passengers.
- c. Standard Operating Procedures Any standard operating procedures related to security should be included in the plan. These may include reporting procedures, watchstanding instructions, basic relief schedules, and etc.
- d. Barriers Barriers and their boundaries, when used between restricted and unrestricted areas in the terminal area, should be clearly defined by walls, fences, environmental design, or other security barriers that are either permanent or temporary in nature. They should be designed, located, and constructed to--
- (1) Delineate the area protected;
 - (2) Create a physical and psychological deterrent to persons attempting unauthorized entry;
 - (3) Delay intruders and enable security personnel to detect intruders;
 - (4) Have a minimum number of openings that provide readily identifiable places for the controlled entry of persons and vehicles into the restricted area;
 - (5) Be secured when not watched by security personnel;
 - (6) When near roadways, must be reinforced to deter penetration by motor vehicles; and
 - (7) Be kept clear of trees, bushes, and other obstructions.
- e. Alarms Alarms, when used, should activate an audible or visual alarm when an intrusion is detected. The alarm should sound in a place which is continuously staffed by personnel with security responsibilities.

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f. Lighting Passenger terminal operators should provide security lighting between sunset and sunrise. All external lighting should be located or shielded so that it will not be confused with an aid to navigation and will not interfere with safe navigation. Illumination should light each exterior door, gate, fence, pier, wharf, or other point of access to the boarding area for passenger vessels.

g. Communications Communications should specify the kind of communications to use for a breach of security, an unlawful act or other emergency.

- (1) Security personnel of the terminal should be provided means of continuous communications, such as radio, telephone, or intercom, that enables them to communicate with the terminal security officer, the communications center, or security personnel of the passenger vessel from their duty stations.
- (2) Communications should be established immediately with each passenger vessel that docks at the terminal.
- (3) A distress signal peculiar to security, indicating a security alert, should be established.

h. Screening When screening is conducted, it may be done manually, electronically, or by an equivalent means acceptable to the COTP. One or more guards should watch each screening point, whenever passengers or baggage are being assembled, processed, embarked, or disembarked at the terminal. Screening systems should be capable of detecting prohibited weapons, incendiaries, and explosives in accordance with the Terminal Security Plan.

- (1) No person refusing to submit to a security screening at a point of access should enter the boarding area.
- (2) Each person denied entry for refusing to submit to a security screening should be identified and reported to appropriate authorities.
- (3) Security equipment should be kept in good working condition and checked monthly. Records of checks should be maintained for at least 30 days after the date of the check.
- (4) Procedures should be in place to ensure any defective or missing security equipment is reported immediately to the terminal security officer.

i. Baggage Each piece of baggage should be marked, labeled or tagged, or otherwise

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identified as belonging to a particular passenger. During medium and high threat periods, it should be compared against the official passenger list of the vessel prior to being loaded aboard the vessel. No unidentified baggage should enter the boarding area.

j. Identification Each passenger terminal operator should establish a system of identification and control of personnel for the terminal. The plan should cover the following procedures for:

- (1) Identifying each person authorized access to a restricted area in the terminal;
- (2) Issuing an identification card to each employee of the terminal (permanent identification cards shall contain the cardholder's name, age, height, weight, eye color, expiration date, name of the company that employs the cardholder and an unique number);
- (3) Providing a temporary identification card to each contractor, vendor, and other visitor authorized access to a restricted area; and
- (4) Identifying each passenger, each time a passenger enters the boarding area.

k. Designated restricted areas Designated restricted areas should be outlined in the security plan. Restricted areas should be appropriately secured with access limited to authorized personnel. Each restricted area should be secured and conspicuously marked stating that the area has restricted access. Passenger terminals should designate the following areas as restricted areas:

- (1) Points of access to the boarding area;
- (2) Boarding area for passengers adjacent to where such vessels moor, inside the security barriers and screening points;
- (3) Areas for the handling and storage of baggage and cargo;
- (4) Areas used to store weapons;
- (5) Control rooms for security alarms and monitoring devices; and
- (6) Any other areas, as determined by the operator, to which access must be restricted to maintain the security of the terminal and passenger vessels moored at the terminal.

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1. Coordination The Terminal Security Plan should outline all coordination plans and procedures established with the operator of each passenger vessel. **The terminal need not duplicate any security provisions fulfilled by the vessel.** All responsibilities should be clearly outlined in the plan stating who is responsible for which actions. Copies of agreements should be contained in the security plan.

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- m. Threat levels There are three required levels, low, medium, and high. The Terminal Security Plan shall include required actions for each threat level. As a minimum, the following measures should be included:

(1) Low threat level.

- Restricted areas should be included as part of the normal watch routine.
- Baggage, cargo, and stores should be randomly screened.
- Temporary or permanent barriers to maintain segregation between cleared and uncleared passengers and baggage should be utilized.
- Each passenger should show a valid ticket issued by the cruise line to enter the boarding area.
- Each piece of baggage should be marked, labeled or tagged, or otherwise identified as belonging to a particular passenger.

(2) Medium threat level.

- The frequency of security rounds should be double that of the normal watch routine.
- Fifty percent of all baggage, cargo and stores should be screened.
- All passengers and carry-on items should be screened.
- Temporary or permanent barriers to maintain segregation between cleared and uncleared passengers and baggage should be utilized.
- Passengers 18 years of age or older should have a valid ticket and a valid photo identification document, such as a driver's license, passport, or armed forces identification card to enter the boarding area.
- Baggage should be compared against the official passenger list of the vessel prior to being loaded aboard the vessel.

(3) High threat level.

- Restricted areas should have detection systems that activate an audible visual alarm or guards must be posted outside.
- All baggage, cargo and stores should be screened.
- All passengers and carry-on items should be screened.
- Buildings and natural barriers such as water, or ravines should be augmented by additional safeguards such as fences, walls, patrols or surveillance.
- Each entering passenger should be compared to official passenger list prior to being allowed in the boarding area.
- Baggage should be compared against the official passenger list of the vessel prior to being loaded aboard the vessel.

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o. Amendments Amendments to the security plan must be included in the security plan. All amendments must bear the notation "Examined by the Coast Guard COTP (port name)" and the date of examination.

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B. VESSEL SECURITY PLAN

1. Objectives The plan should cover procedures for periods of low, medium, and high threats that--
 - a. Deter unauthorized access to the vessel and its restricted areas;
 - b. Deter the introduction of prohibited weapons, incendiaries, and explosives aboard the vessel;
 - c. Encourage vigilance, as well as general awareness of security, aboard the vessel;
 - d. Provide adequate training to members of the crew for security aboard the vessel;
 - e. Coordinate responsibilities for security between the vessel operator and the operator of each terminal at which the vessel embarks or disembarks passengers;
 - f. Provide information to members of the crew and to law-enforcement personnel, in case of an incident affecting security;
 - g. Provide for amendment of the plan to address any known deficiencies; and
 - h. Restrict the distribution, disclosure, and availability of information contained in the plan to those persons with an operational need to know.
2. Contents. The NMC should ensure that security plans contain **at least** the following information and actions:
 - a. Vessel Security Officer The **terminal security officers** should be identified in the security plan. A list of responsibilities for the **terminal security officer** and all other security functions should be clearly outlined.
 - b. Security Survey Security surveys should be updated at least yearly, or more frequently as needed. The survey should include the date of the survey; names of the owner and operator of the vessel; the name, business address, and telephone number of the **vessel security officer**; a description of the vessel that includes general layout of the ship; location of areas which have restricted areas; the open deck arrangement including the height of the deck above the ship; emergency and standby equipment available to maintain essential services; number of ship's crew.

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- c. Standard Operating Procedures Any standard operating procedures related to security should be included in the plan. These may include reporting procedures, watchstanding instructions, basic relief schedules, etc.
- d. Alarms Alarms, when used, should activate an audible or visual alarm when an intrusion is detected. The alarm should sound in a place which is continuously staffed by personnel with security responsibilities.
- e. Lighting While in port, at anchor, or underway the ship's deck and ~~and~~ ^{over}side should be illuminated in periods of darkness and restricted visibility, but not so as to interfere with required navigation lights and safe navigation.
- f. Communications Communications should specify the kind of communications to use for a breach of security, an unlawful act or other emergency.
 - (1) Security personnel of the vessel should be provided a means of continuous communications, such as radio, telephone, or intercom, that enables them to communicate with the vessel security officer, the navigational bridge, communications center, or security personnel ~~personn~~ ^{shore}side from their duty stations.
 - (2) Communications should be established with each terminal at which the vessel docks immediately after mooring.
 - (3) A distress signal peculiar to security, indicating a security alert, should be established.
- g. Screening When screening is conducted, it may be done manually, electronically, or by an equivalent means acceptable to the NMC. Screening systems should be capable of detecting prohibited weapons, incendiaries, and explosives in accordance with the Vessel Security Plan.
 - (1) No person refusing to submit to a security screening at a point of access should board the vessel.
 - (2) Each person denied entry for refusing to submit to a security screening should be identified and reported to appropriate authorities.
 - (3) Security equipment should be kept in good ~~work~~ ^{working} condition and checked monthly. Records of checks should be maintained for at least 30 days after the date of the check.

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- (4) Procedures should be in place to ensure any defective or missing security equipment is reported immediately to the terminal security officer.

h. Baggage. Each piece of baggage should be marked, labeled or tagged, or otherwise identified as belonging to a particular passenger. During medium and high threat periods, it should be compared against the official passenger list of the vessel prior to being loaded aboard the vessel. No unidentified baggage should be permitted aboard the vessel.

- i. Identification Each passenger vessel operator should establish a system of identification and control of personnel for the vessel. The plan should cover the following procedures for:

- (1) Identifying each category of persons authorized to be aboard the vessel and each person authorized access to a restricted area aboard the vessel;
- (2) Issuing an identification card to each member of the crew or other employee of the vessel (permanent identification cards should contain the cardholder's name, age, height, weight, eye color, expiration date, name of the company that employs the cardholder and an unique number);
- (3) Providing a temporary identification card to each contractor, vendor, and other visitor authorized access to a restricted area; and
- (4) Identifying each passenger authorized to board the vessel by comparison against the official passenger list.

- j. Designated Restricted Areas Designated restricted areas should be outlined in the security plan. Restricted areas should be appropriately secured with access limited to authorized personnel. Each restricted area should be secured and conspicuously marked stating that the area has restricted access. Passenger vessels should designate the following areas as restricted areas:

- (1) The navigational bridge;
- (2) The communications center or radio room
- (3) The engine room; and
- (4) Any other areas as determined by the operator, to which access must be restricted to maintain the security of the vessel.

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k. Coordination The Vessel Security Plan should outline all coordination plans and procedures established with the operator of each passenger terminal. **The vessel need not duplicate any security provisions fulfilled by the terminal.** All responsibilities should be clearly outlined in the plan stating who is responsible for which actions on a port by port basis. Copies of agreements should be contained in the security plan.

l. Threat levels There are three required levels, low, medium, and high. The Terminal Security Plan shall include what is required and what actions must be taken at each threat level. As a minimum, the following measures should be included:

(1) Low threat level

- Restricted areas should be included as part of the normal watch routine.
- Baggage, cargo and stores should be randomly screened.
- Temporary or permanent barriers to maintain segregation between cleared and passengers and baggage should be utilized.
- Each piece of baggage should be marked, or tagged, or otherwise identified as belonging to a particular passenger.

(2) Medium threat level

- The frequency of security rounds should be double that of the normal watch routine.
- Fifty percent of all baggage, cargo and stores should be screened.
- All passengers and carry-on items should be screened.
- Temporary or permanent barriers to maintain segregation between cleared and uncleared passengers and baggage should be utilized.
- Passengers 18 years of age or older should have a valid ticket and a valid photo identification document, such as a driver's license, passport, or armed forces identification card to board the vessel.
- Baggage should be compared against the official passenger list of the vessel prior to being loaded aboard the vessel.

(3) High threat level.

- Restricted areas should have intrusion detection systems that activate an audible or visual alarm or guards should be posted outside.
- All baggage, cargo and stores should be screened.
- All passengers and carry-on items should be screened.
- Each entering passenger should be compared to official passenger list prior to

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being allowed to board the vessel.

- Baggage should be compared against the official passenger list of the vessel prior to being loaded aboard the vessel.

- n. Amendments Amendments to the security plan must be included in the security plan. All amendments must bear the notation "Examined by the Coast Guard COTP (port name)" and the date of examination.